

Accessing Outlook Using Internet Explorer

1. Open Internet Explorer and type in the following address:

<http://158.72.10.89/exchange>

and press Enter key.

2. You'll be taken to this screen:



3. Type your full name in the Log On box, e.g.



4. Press the Enter key or using your mouse click on the underlined words “click here”, and then you'll get this screen:

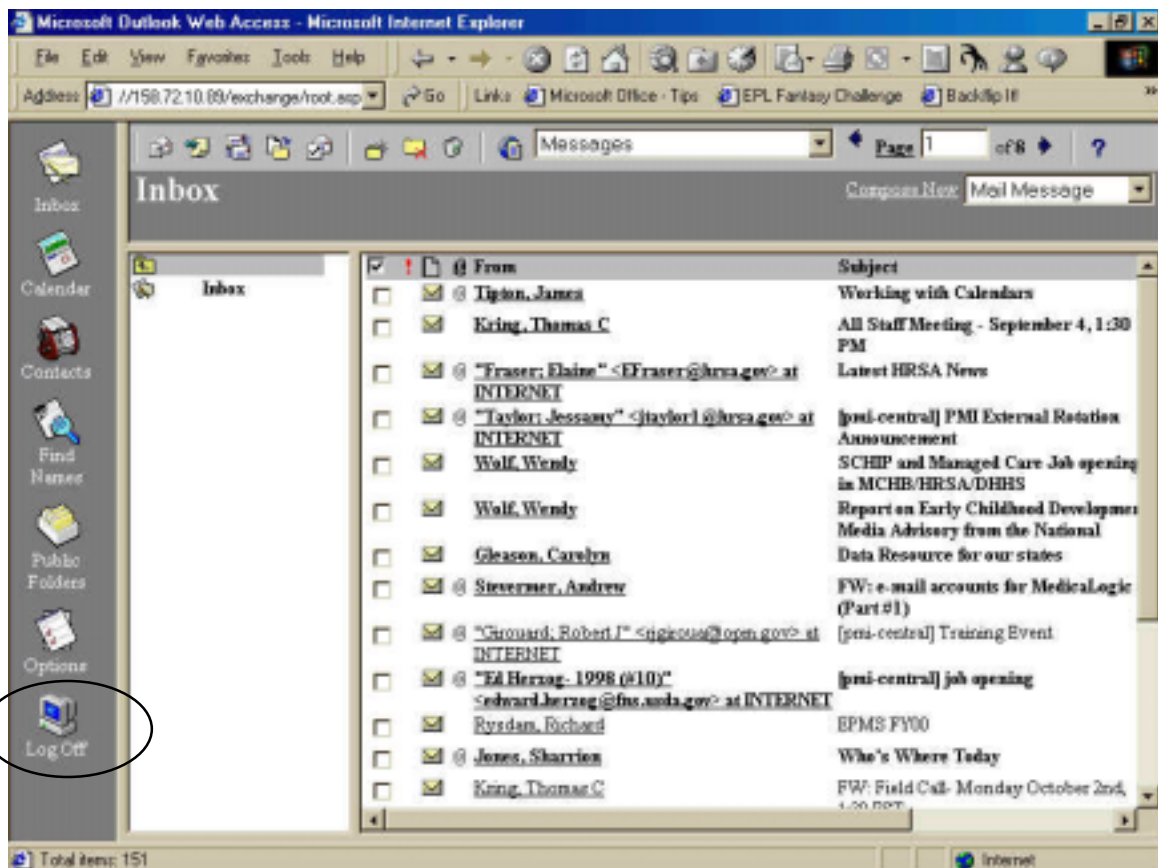


Enter your Outlook login name in the User Name box and your password in the Password box (see above). Remember – your Outlook login name is your first initial and your full last name.

It's not a good idea to check "Save this password in your password list" because anyone you knows your name can log in to your Outlook account without knowing your password if you check the box.

Click OK.

5. Now you'll get your Outlook in box and it should look something like this:



6. When you're finished with your work, please remember to click on the Log Off icon on the left side of the screen to log you off the Outlook system.

It's a good idea to test this in the office when Jim is around in case you run into problems. Once you know it works and how to do it, then you're ready to access your Outlook account from any Internet-enabled computer on the planet.

